

Government Relations Internship

The Corporation for National and Community Service (CNCS) is the federal agency that administers the AmeriCorps and Senior Corps programs and the Social Innovation Fund.

The Office of Government Relations (OGR) serves as the liaison between the agency and elected officials including the Congress, governors and mayors. OGR regularly briefs elected officials and staff about CNCS programs, the agency's activities in their cities, states and Congressional districts, and opportunities for constituents and organizations to apply for funding. OGR also shares press coverage pertaining to national and community service and prepares responses to legislative and constituent inquiries from elected officials.

Interns provide support in preparing and delivering letters and reports, drafting memos and e-mail messages, compiling and maintaining spreadsheets, producing briefing books and materials, and other research, administrative and communication tasks.

Full-time availability is preferred but part-time internships are available. Interns may be eligible for a commuter benefit.

Qualifications:

Strong commitment to service. Interest in Congress and the legislative process. College student or graduate. Strong research, writing and organizational skills. Working knowledge of Microsoft Word and familiarity with or willingness to learn Microsoft Excel and PowerPoint. US citizenship is required.

Applicants should send a resume and cover letter to Denise Yeager at dyeager@cns.gov.